City of College Station Conference Center Client's Setup

Date of event: _____

Name of event: _____

Room #:_____

HH ID#: _____

Setup time: _____

Start time: _____

End time: _____

Exit time: _____

Table Information

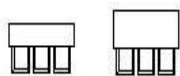| Number of Tables	Table Size	Use (attendees, food/beverages, registration/sign-in, pamphlets, nametags, gift)

*Refer to Capacity Chart found in Client Info Packet, on-line at www.cstx.gov or a Program Assistant for tables for your attendees and setup illustrations.
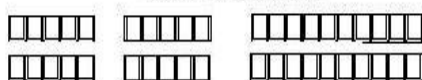
Types of Tables and Quantities

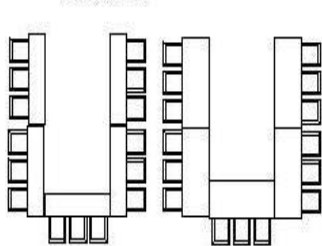|	
2'x2' Square	2
4'x24" Rectangle	2
8'x30" Rectangle	6
7'x30" Quarter Round	2
6'x30" Rectangle	84
6'x18" Rectangle	60
24" Round	1
30" Round	2
48" Round	37
60" Round (preferred in Rm 127)	18

Classroom Style: 6'x18" or 6'x30"
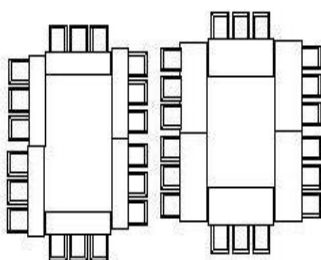
Meeting style: Center Aisle or Side Aisle

U-Shape Style: 6'18" or 6'30"

Boardroom Style: 6'18" or 6'30"

Conference Style: 6'18" or 6'30"

Banquet Style: 6'30", 48"rounds or 60"rounds

Refreshments Information

Check if needed	Type of refreshment	Quantity (if applicable)	Additional Notes (circle selection)
	Water Service		A.M.,P.M. or both
	Coffee Service		A.M.,P.M. or both
	Sodas (list type)		Provided by client or conf.center
	Donuts (list type)		Provided by client or conf.center
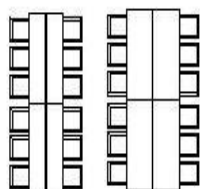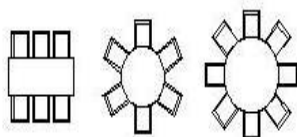
Please see back of this page for more details.

Indicate the # needed in each box.

Audio / Visual Equipment

- ☐ Amplifier (2)
- ☐ Speakers (3)
- ☐ Microphone, Wireless Lapel Clip-on (3)
- ☐ Microphone, Wireless Handheld (1)
- ☐ Microphone on Stand (3)
- ☐ Microphone on Tabletop (6)
- ☐ Multi-media Projector (1)
- ☐ Portable CD player (1)
- ☐ Television, 32" with DVD/VCR (1)
- ☐ Television, 25" with DVD/VCR (3)
- ☐ A/V cart (2)

Podiums

- ☐ Upright with Microphone (3)
- ☐ Upright without a Microphone (1)

Reception/Party Items

- ☐ Lattice Screens – White, Folding 8' x 6' (4)
- ☐ Wedding Arch, White, Metal (1)
- ☐ Wedding Arbor Trellis, White Wooden (1)
- ☐ Mirror Ball (Available in Room 127 Only)
- ☐ Piano (1)
- ☐ Rolling Dividers (2)

Kitchen

- ☐ Ice Machine (Per 20 Pounds)
- ☐ Rental

Meeting/Conference Equipment

- ☐ Flip Chart without Paper (3)
- ☐ Flip Chart with Paper (3)
- ☐ White Board Markers and Eraser
- ☐ Tripod Easels

Please return this to the office at least 2 weeks prior to your event. Please know that some tables/property must be reserved and may not be available. We will use special software to create your event and contact you once room setup is confirmed by Conf. Center staff.
Do you have other needs for your event not listed or additional comments about your setup?

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This Section is to be filled out by Center Staff only!

Alcohol/ Security/Chaperones

- ☐ Event with Alcohol- Need Security
  - o # of officers:_____
  - o Officer start time:_____
  - o Officer end time:_____
  - o Officer name:_____
  - o Officer name:_____

- ☐ Event without Alcohol-Need Security
  - o # of officers:_____
  - o Officer start time:_____
  - o Officer end time:_____
  - o Officer name:_____
  - o Officer name:_____

- ☐ Need chaperones